

LOW STOCK NOTICE / PRINTING AUTHORIZATION

DIVISION OF ADMINISTRATION
FORMS MANAGEMENT SECTION
P.O. Box 94095
Baton Rouge, Louisiana 70804-9095
Phone (225)219-9570 • Fax (225)219-9573

Date				
Form No.	Revision Date	Unit of Issue	Form Name	
Date of Last Requisition	Usage Past	Unit Price	Previous LSP	Date Changed
	Months			
Units Last Requisition	Present Inventory	Current LSP	Avg. Monthly Usage	
	WAS	Units		

THIS SECTION TO BE COMPLETED BY AGENCY

<input type="checkbox"/> REPRINT AS IS (NO REVISION) Estimated Annual Usage	<input type="checkbox"/> OBSOLETE <input type="checkbox"/> Ship current supply immediately. Charge to Cost Center <input type="checkbox"/> Destroy current stock. Charge to Cost Center <input type="checkbox"/> Form will be obsolete when current supply is exhausted.
<input type="checkbox"/> REVISION ATTACHED Send Proof To <input type="checkbox"/> Ship current supply prior to using revised version. <input type="checkbox"/> Ship revised version immediately on receipt. Destroy current stock. Charge to Cost Center	<input type="checkbox"/> USAGE CHANGE ANTICIPATED <input type="checkbox"/> Increase <input type="checkbox"/> Decrease Estimated Annual Usage
<input type="checkbox"/> REVISION ANTICIPATED within months. Print Sufficient quantity of current form to be available for that period of time.	<input type="checkbox"/> JOB LOT - Estimated Annual Usage <input type="checkbox"/> Print and ship entire job to agency. Charge to cost Center

NEW FORM

Estimated Annual Usage	<input type="checkbox"/> Sample/Copy Attached
Send Proof To	Unit of Issue

Additional Comments

REMARKS

Date of Agency Approval	Signature of Agency Approving Authority	Agency Name
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